

## **CITY OF BURBANK**

### **FLEET UTILITY WORKER**

#### **DEFINITION**

Under supervision, cleans City fleet vehicles and facilities, repairs and maintains vehicle cleaning and wash water recycling equipment; and performs related duties as required.

#### **ESSENTIAL FUNCTIONS**

Performs washing, steam cleaning and fueling of fleet vehicles and equipment; cleans fuel dispensing islands, fleet repair shop, vehicle wash area, vehicle parts, and other City facilities; checks oil and fluid level on fleet vehicles; operates, maintains, and repairs vehicle washing and water recycling equipment; performs minor services such as replacing switches, fuses, flashers, headlights, taillights, and windshield wipers; checks tire pressure of vehicles and adds air as needed; obtains parts and supplies from vendors; transports personnel, materials, and vehicles; operates forklifts, powered carts, and similar equipment to load, unload, and move supplies and equipment; drives and parks light and heavy duty vehicles in designated areas; prepares paper and electronic work orders; establishes and maintains effective working relationships with co-workers, supervisors, and the public.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – light and heavy duty vehicle cleaning and basic servicing; vehicle operations and safety; vehicle washing and water recycling equipment; basic hand and power tools; custodial work.
- Ability to – follow oral and written instructions; communicate effectively with others; clean, fuel, and service fleet vehicles; safely operate cleaning and recycling equipment and a variety of hand and power tools; tolerate various working conditions, including extended exposure to outdoors, noise, unpleasant odors, heavy-duty cleaning chemicals, fumes, and all types of weather; safely operate vehicles; lift and move objects weighing up to 50 pounds; travel to offsite locations within a reasonable timeframe.

**Education/Training:** Two years full time experience performing vehicle cleaning and light servicing or two years full time experience performing custodial work or two years of combined experience.

**License & Certificates:** A valid California Class “C” driver’s license or equivalent at time of appointment; a valid California Class “B” driver’s license may be required at the discretion of the City.

#### **SUPPLEMENTAL INFORMATION**

None.